

New Hire Required Paperwork Checklist

Non-Benefited Part-time

You are required to complete and bring the following forms and supporting documentation with you on your first day:

- ☐ Employment Verification Documents (Form I-9)
 - You will complete the original form on your first day; however, you must bring with you appropriate original identity and employment eligibility documents.
- ☐ At-Will Acknowledgement Form
- ☐ Arizona Minimum Wage Law
- ☐ Arizona State Tax form
- ☐ Computer Use Acknowledgement
- ☐ Emergency Notification Request form
- ☐ Federal Tax form
- ☐ Unsigned Loyalty Oath. Loyalty Oath will be signed by you and witnessed by a Human Resources Representative on your first day of employment.
- ☐ Arizona State Retirement System (ASRS) Enrollment and Beneficiary forms – if applicable